

Levo, Brian

From: Levo, Brian
Sent: Monday, May 19, 2014 10:36 AM
To: Anne Christopher; Anne Dalrymple; Benjamin Horwitz; Bill Todd; Bob Hales; Boccato, Gianpaolo; Brian Levo; Castro, Ramona; Chad Schulze; Chae Park; Charlotte Boulind-Yeung; CherylB Williams; Chris Gebhardt; Christine Kelly; Cool, Richard; Creagh Brownell; Dagseth, Renee; David Domingo; David Tetta; Davis, Diane; Derek Schruhl; Derrick Terada; Diane Davis; Dustan Bott; Edward Kowalski; Emily Orzech; Erin Williams; Eva DeMaria; Gabriela Carvalho; Garcia, Terry; Gary Olson; Hales, Bob; Jack Boller; Javier Morales; Jeannine Brown; Jeff Kenknight; Jennifer Parker; John Keenan; Jon Klemesrud; Jordana Jiles; Joseph Roberto; Juliann Barta; Kate Spaulding; Katherine Griffith; Katie McClintock; Kelly McFadden; Kevin Schanilec; Kimberly Ogle; Kristin McNeill; Lambert, Aaron; Laurie Kral; Lauris Davies; Linda Liu; Lisa Pollett; Mary Millner; Matthew Vojik; Melba Wells; Michele Wright; Michelle Mullin; Nancy Brown; Paul Cordero; Peter Contreras; Peter Magolske; Philip Nenninger; Phillips, Peter; Ramona Castro; Rindy Ramos; Rob Rau; Roylene Cunningham; Sandra Brozusky; Scott Downey; Stacey Erickson; Steven Potokar; Thor Cutler; Tristen Gardner; Xiangyu Chu
Cc: Wells, Mike
Subject: Next OCE Clean-Up Day--June 12th

When: **June 12th** for all OCE folks located in the Park Place Building.

Why Clean-Up?

- Move dates are quickly approaching for many portions of OCE. ARCU and NCU staff on the 10th, 12th, and 13th floors will be moving to their swing spaces in August. PTU folks on the 11th floor will follow next with their move to their swing space in January. In preparation for these impending moves, there will be frequent clean-ups to help clean out offices, reduce records and leave all the clutter behind as you prepare to move into your new and clean workspace in the renovated building. Here's a link to remind everyone of the items in allowed your new space: [Park Place Remodel Allowable Items](#).
- This is also a great opportunity to recycle or donate things like unneeded equipment, obsolete technical reference documents, supplies, furniture, personal items, and holiday decorations. Reduce, Reuse, and Recycle!

Records:

Also, please be mindful of your information preservation obligations associated with pending litigation. Information that is potentially relevant to litigation must be preserved and retained, including attachments, in its native format. Therefore, all emails and attachments subject to a litigation hold should to be preserved and maintained in the email system and other electronic documents should be maintained in the format in which they were created or received.

In addition, you should not delete emails or other information that are records under the Federal Records Act unless they are preserved in accordance with the applicable retention schedule. Please refer to the records information on the [InfoPage](#), or contact Joyce Aoyama, your records coordinator, or ORC for additional information.

[Table of Current Litigation Holds in Region 10](#)

Additional Clean-Up guidance can be accessed at the Region 10 Clean-Up [website](#).

Thank you,

Brian Levo
OCE Clean-up Coordinator
Phone: (206) 553-1816

